



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Salary Range and Job Specification for Deputy City Manager

MEETING DATE: December 20, 1995

SUBMITTED BY: City Manager

RECOMMENDED ACTION: To approve the addition of a new position of Deputy City Manager.

BACKGROUND INFORMATION: Over the past several months there have been many changes within administration and among management staff. A transition occurred with the retirement of a long term City Manager. At this same time, the Assistant City Manager requested and was granted an extended medical leave of absence. The promotion of the Finance Director to City Manager left a gap in a top management position in the Finance Department.

During the last two years we have hired a new Police Chief, Fire Chief, Librarian, Economic Development Director, Electric Utility Director, City Attorney, and Finance Director. We are currently recruiting for a Community Development Director. This turnover represents 50% of our entire executive management staff.

With the retirement of these individuals, we have lost some continuity in operations and have operated at reduced staffing levels.

The Deputy City Manager will be responsible for assisting the City Manager in planning, and organizing the overall administrative activities and operations of the City. This position will have administrative responsibility for policy development and program planning. It will also be responsible for coordinating staff activity, fostering cooperative relations with community groups and providing assistance to the City Manager and City Council.

The salary range for this position would be set at \$65,128.00 - \$71,641.00 annually. This is equivalent to the salary range of Finance Director.

APPROVED: _____



H. Dixon Flynn
City Manager



FUNDING: General Fund

COST: 1995/96 FY (Total Compensation): \$20,000
Annual Cost (Total Compensation): \$80,000

Respectfully submitted,


H. Dixon Flynn, City Manager

Prepared by: Joanne M. Narloch, Human Resources Director

RESOLUTION NO. 95-157

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB SPECIFICATION AND SALARY
RANGE FOR DEPUTY CITY MANAGER

RESOLVED, that the Lodi City Council does hereby approve the job specification for the Deputy City Manager, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range of \$65,128 - \$71,641 annually for the Deputy City Manager position:

Dated: December 20, 1995


I hereby certify that Resolution No. 95-157 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 20, 1995 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock and
Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JACQUELINE L. TAYLOR
Deputy City Clerk



CITY OF LODI

December 20, 1995

DEPUTY CITY MANAGER

DEFINITION:

Under administrative direction, assists the City Manager in planning, coordinating, and organizing the overall administrative activities and operations of the City; to coordinate activities among and with other departments; fosters cooperative working relationships with community groups, inter-governmental agencies, and staff; and to provide staff assistance to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS:

This single position classification is a management level position in the City Manager's office. This position is responsible for assisting the City Manager in developing, planning, implementing, and administering City-wide goals and objectives as well as policies and procedures necessary to provide City services. The Deputy City Manager assumes overall administrative responsibility for all City activities in the absence of the City Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Provides assistance and advice to the City's management staff; coordinates inter-departmental activities as well as City activities with outside agencies and organizations.
- Assists the City Manager in the development and administration of the City's budget; analyzes and forecasts City revenues and expenditures; monitors expenditures.
- Directs, oversees, and participates in a variety of activities within the City Manager's Office; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Performs or supervises comprehensive management analyses in a wide range of municipal policies, organization, procedures, budgetary, and finance areas; prepares and presents staff reports and other necessary correspondence.
- Meets with members of the public including members of the business community and citizen groups to develop programs and implement projects to solve city service problems and explain City policies, procedures, goals, and objectives; negotiates agreements and resolves difficult City administration related problems and questions.
- Provides staff assistance to the City Council, committees, commissions, and the City Manager in matters related to a wide variety of City administration activities and programs.
- Reviews and responds to citizen complaints or requests for information; oversees the preparation of City publications.
- Trains, motivates, and evaluates administrative staff; establishes and monitors performance objectives; prepares and presents performance reviews; provides or coordinates staff training.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern and highly complex principles and practices of municipal government administration, departments, organization, and economic development functions and services.

Principles of personnel administration, supervision, and training.

Methods and techniques of public administration research, analysis, and report preparation.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Select, supervise, train, and evaluate professional staff.

Interpret applicable laws, rules, and regulations.

Prepare and analyze fiscal and organizational reports, statements, and correspondence.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Develop, prepare, and administer a large municipal budget.

Establish and maintain cooperative working relationships with City Council members, staff, committee members, public officials, business leaders, and the general public.

Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field. A Master's degree in public administration is highly desirable.

Experience:

Four years of increasingly responsible administrative and management experience.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.